



**United States Department of the Interior**  
**OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS**

**VACANCY ANNOUNCEMENT**

**POSITION:** Management Analyst  
GS-0343-7/9/11 (1 Vacancy)

**ANNOUNCEMENT NUMBER:** OST-02-021

**OPENING DATE:** November 12, 2001

**FULL PERFORMANCE LEVEL:** GS-11

**CLOSING DATE:** December 11, 2001

**AREA OF CONSIDERATION:** Government-wide

**SALARY:** GS-07: \$29,273-\$38,053  
GS-09: \$35,808-\$46,546  
GS-11: \$43,326-\$56,322

**LOCATION:** Office of the Special Trustee for American Indians, Office of Trust Records, Division of Research Litigation & Settlement, Branch of Research & Analysis, Albuquerque, NM

**CONTACT TELEPHONE NUMBER:** 505-816-1021

**WHO MAY APPLY:** Current Federal employees occupying Career or Career-Conditional appointments, permanent employees in the Excepted Service who are entitled to Indian Preference, former Federal employees with reinstatement eligibility, individuals who are eligible for reemployment under CTAP or ICTAP, and veterans who are preference eligibles who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service (documentation of eligibility must be submitted with the initial application).

**INDIAN PREFERENCE POLICY:** In accordance with the Indian Reorganization Act of 1934 (25 USC 472), when filling vacancies by promotion, reassignment, initial appointment, transfer, or reinstatement, priority in selection will be given to Indian candidates who present proof of eligibility for Indian preference. Verification form No. BIA-4432 must be provided with the application of a candidate who claims Indian preference unless the tribe has made a specific waiver. Consideration can only be given to non-Indian applicants (status or reinstatement) in the absence of qualified Indian preference eligibles.

Relocation expenses will be paid. Government furnished housing is not available.

If selected at the GS-7 or GS-9 level, promotion to the GS-11 level is permissible without further competition.

**STATEMENT OF DUTIES:** The position is in the Branch of Research & Analysis, which contributes to the Office of Trust Records' (OTR's) mission by effectively and efficiently analyzing records within the Branch to respond to account holder/customer requests. Incumbent performs surveys, special reviews, and evaluations in compiling workload reports. Conducts feasibility studies and reviews records within OTR. Analyzes results and findings, prepares reports and presentations, and makes recommendations for

improvements to the efficiency and effectiveness of OTR operations. Collects and analyzes required data in order to complete regulatory reporting related to personnel, workload, and customer relations. Analyzes effectiveness of current document search procedures. Serves as point of contact in the Branch for OTR's customer base to administer account information inquiries. Disseminates research and analysis information for customer base. Provides guidance and assistance to requestors in order to effectively meet their needs. Performs effective and courteous liaison activities that promote positive rapport and insight to customer needs of requested information. The incumbent identifies procedural problems in records operations, using quantitative or qualitative methods, background experiences, comprehensive reviews, established guidelines, policies, procedures, and through consultations with supervisors and managers. Audits database and files periodically to ensure all requests are processed in accordance with OST/OTR policies. Analyzes and reports reliability of current database inventory.

**QUALIFICATION REQUIREMENTS:** Applicants must meet the qualification requirements contained in the Office of Personnel Management Qualification Standards for General Schedule Positions or the Bureau of Indian Affairs Excepted Qualification Standards (if Native American) as listed below. There are no additional selective placement factors for this position. All qualification requirements and time-in-grade requirements (Federal employees) must be met within 30 calendar days after the closing date of this announcement in order to receive consideration for this position. Applicants' qualifications will be evaluated solely on the information submitted by them in their applications.

The experience requirement for this position is one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience, which is directly related to the position to be filled, and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**KNOWLEDGE, ABILITIES, SKILLS, AND OTHER CHARACTERISTICS (KASOCs):**

Applicants should address the following factors, in a narrative form, on a separate sheet of paper. This supplemental information will be the principal basis for determining whether or not you are highly qualified for this position. You may expand upon the information that is provided in your application. You should consider appropriate work experience, outside activities, awards, training, and education for each of the items listed below.

1. Knowledge of established and standardized record-keeping policies and procedures sufficient to perform all records research procedures and techniques.
2. Skill in applying analytical and evaluative methods and techniques in measuring the effectiveness, efficiency, and productivity of record management functions.
3. Skill in oral and written communications, with emphasis on customer interaction to handle complaints to resolve errors and problems, and to develop recommendations for policy, procedural, and system modifications necessary to overcome identified deficiencies.

**ADDITIONAL INFORMATION:**

This is not a Testing Designated Position.

5 USC 3303, Hatch Act Amendments of 1993, bars Executive Branch Agencies from accepting or considering prohibited political recommendations for Federal jobs. Any such recommendations received will be returned to the sender. Federal employees who request such a recommendation may be subject to disciplinary action.

Vacancy announcements for the Office of Special Trustee are accessible from the Office of Personnel Management Webpage [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

The Office of the Special Trustee for American Indians is an Equal Opportunity Employer. Within the scope of Indian Preference, selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors.

This agency provides reasonable accommodation to applicant with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE THE CLOSING DATE.**

*Attachment*

**DEPARTMENT OF THE INTERIOR**  
**Office of the Special Trustee for American Indians**

**SUPERVISORY APPRAISAL OF DEMONSTRATED  
 PERFORMANCE OR POTENTIAL**

Announcement No. OST-02-021

**PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR  
 SUPERVISOR AND SUBMIT WITH YOUR APPLICATION,  
 SF-171 (If the appraisal is submitted directly  
 by the Supervisor, the applicant will be  
 permitted to review and/or obtain a copy of  
 the appraisal upon request.)**

**Name of Applicant:** \_\_\_\_\_ **Position:** Management Analyst, GS-343-7/9/11

Basis of Appraisal				<b>RANKING FACTORS</b>  (Knowledges, skills, abilities, and other characteristics)	Level of Performance			
Check one					Please Check as appropriate:			
Outside Activities	On-the-Job Performance	Formal Training	Unable to Appraise		4	3	2	1
				1. Knowledge of established and standardized record-keeping policies and procedures sufficient to perform all records research procedures and techniques.				
				2. Skill in applying analytical and evaluative methods and techniques in measuring the effectiveness, efficiency, and productivity of record management functions.				
				3. Skill in oral and written communications, with emphasis on customer interaction to handle complaints to resolve errors and problems, and to develop recommendations for policy, procedural and system modifications necessary to overcome identified deficiencies.				

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**SUPERVISORY APPRAISAL OF DEMONSTRATED  
PERFORMANCE OR POTENTIAL**

Announcement No. OST-02-021

**NARRATIVE: BRIEFLY EVALUATE THE CANDIDATE'S OVERALL ABILITY TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THE POSITION. NARRATIVE COMMENTS ARE REQUIRED FOR ALL EVALUATIONS.**

**IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL?** (Please √ as appropriate)

☐

Present Immediate Supervisor

☐

Present 2<sup>nd</sup> Level Supervisor

☐

Other

(Specify)

☐

Former Immediate Supervisor

☐

Former 2<sup>nd</sup> Level Supervisor

**Period During Which You Supervised the Applicant:**

**From:**

**To:**

**Appraiser:**

**(Signature)**

**(Date)**

**(Phone No.)**

**DEPARTMENT OF THE INTERIOR  
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS  
APPLICATION GUIDELINES**

**Mail applications to:** Personnel Office, Suite 1801, 505 Marquette NW, Albuquerque, New Mexico, 87102. **For further information, please call:** (505) 816-1021.

**APPLICATION REQUIREMENTS.** If application is submitted by mail, it must be postmarked by the closing date of the announcement and received within 5 business days after the closing date to receive consideration. Hand delivered applications must be received by the closing date. Applications mailed using Government postage and/or envelopes will not be accepted.

**The following must be submitted for consideration for this position:**

1. You must submit a written application for employment. You may submit an Optional Application for Federal Employment (OF-612), Application for Federal Employment (SF-171), resume, or other format, provided that you include all the information listed below.
2. BIA Form 4432, Verification of Indian Preference (if applicable).
3. DD-214, Verification of Veterans Preference (if applicable).
4. Current and former Federal employees must submit a copy of their latest SF-50 for verification of reinstatement or transfer eligibility.
5. DI-1935, Applicant Background Survey. (Submission of this form is voluntary. This information will be used solely to review compliance with Federal law. Consideration for this job will not be affected by failure to submit this form.)
6. College Transcripts if you are using education (individually or in combination with experience) to qualify for this position.

In addition, while not required, it is recommended that applicants address the specific knowledge, skills, abilities, and other characteristics (KASOCs) listed on the vacancy announcement that are necessary for successful performance of the work. It is recommended that you provide a narrative statement for each KASOC addressing how your education, experience, training, and awards relate to these KASOCs to show how you are highly qualified for this position.

Please have the attached Supervisory Appraisal of Demonstrated Performance or Potential completed by your supervisor and submit with your application. Although appraisals will be used in ranking, no candidate will be screened out automatically for failure of their supervisor to complete an appraisal.

**Your written application for employment must include the following:**

*Announcement number, title, series, and grade of the job for which you are applying.*

*Indication of the locations for which you are interested if more than one location is specified in the vacancy announcement.*

*Personal information* - complete name, mailing address (with ZIP code), telephone numbers (daytime and evening), social security number, and citizenship information. If applying under a special employment program, identify program (e.g., veterans' preference, reinstatement, handicapped appointment eligibility) and include appropriate qualifying documentation (e.g., DD-214, SF-50).

*Educational information* - high school name, city, state (ZIP code, if known), and date of diploma or GED; college/university name, city, state (with ZIP), declared major, dates attended, and type of degree and date received; graduate school name, city, state (with ZIP), major subject, dates attended, and type of degree and date received. If no degree was received, show credits earned (identify whether in quarters or semesters). Unless otherwise stated in this announcement, certified transcripts are not required.

*Work experience* - supply the following information for the paid and non- paid work you have performed that qualify you for this job: (a) job title (title, series, and grade, if Federal), (b) statement of major duties and accomplishments, employer's name and mailing address, (c) supervisor's complete name and telephone number, (d) month and year of starting and ending dates, (e) numbers of hours worked per week, and (f) salary. Indicate whether we may contact your current supervisor.

*Other qualifications related to this job* - courses (title and year), relevant skills (e.g., other languages, computer skills, mechanical skills, typing speed), and current professional certificates and licenses (identify issuing authority and date). You may also note any job related honors, awards, and special accomplishments, but DO NOT send documents (e.g., letters of commendation, newspaper clippings).

Senior Executive Service recruitment only - Provide copy of Candidate Development Program Certificate, if applicable.

Unless otherwise stated elsewhere in this announcement, applications will be accepted from individuals with competitive status, with Indian Preference, from severely handicapped individuals (regardless of competitive status), from Veterans Readjustment Appointment (VRA) eligibles (through GS-11) and veterans with compensable disability of 30% or more, and others eligible for appointment under special appointing authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Documentation of eligibility must be submitted with the initial application. Please indicate if you are applying under one of these authorities and submit appropriate documentation (e.g., DD 214; Standard Form 15; required proof of entitlement such as the Veterans Administration letter, etc.)

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

U.S. citizenship is required.

All new employees of the Office of the Special Trustee for American Indians are asked to identify a financial institution for direct deposit of pay.

If you are selected for a supervisory or managerial position, you must serve a probationary period. Failure to complete the probationary period successfully can result in return to your former position, or to a position of no lower grade and pay than the one that you left to accept the supervisory or managerial position.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 U.S.C. 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 SEQ., applications will not be accepted from applicants using franked Government envelopes, or postage-paid agency envelopes or metered mail.

The Department of the Interior is an Equal Opportunity Employer. Within the scope of Indian Preference, selection for positions will be made solely on the basis of merit, fitness and qualifications without regard to race, gender, sexual orientation, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, or any other non-merit factor.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.